

CITY OF PONCA CITY
City Administration

UPCOMING MEETINGS

MONDAY, NOVEMBER 13

Board of Commissioners/PCUA Regular Meeting

City Hall, Commission Chamber, 516 E. Grand Avenue, 5:30 p.m.

TUESDAY, NOVEMBER 14

Library Board

Library Board Room, 515 E. Grand Avenue, 12:00 p.m.

THURSDAY, NOVEMBER 16

Parks & Recreation Advisory Board

RecPlex, Art Studio, 1604 W. Grand Avenue, 5:30 p.m.

PONCA POLITICS

City of Ponca City and Ponca City Chamber of Commerce

FRIDAY, NOVEMBER 17

Ponca Politics: ***STATE OF THE COUNTY***

City Hall, Commission Chamber

12:00 p.m. to 1:00 p.m.

Ponca Politics will be rebroadcast for viewing via:

- The City of Ponca City's web page, <http://www.poncacityok.gov/civicmedia>
- A link on the City of Ponca City's Facebook page, City of Ponca City, OK

CITY OF PONCA CITY
City Administration

CITY OF PONCA CITY CLOSURES FOR THANKSGIVING HOLIDAY, NOVEMBER 23 AND NOVEMBER 24

City Hall Offices will be closed Thursday, November 23, and Friday, November 24 for the Thanksgiving Holiday.

Residential Refuse WILL NOT BE PICKED UP Thursday, November 23, or Friday, November 24, and will RESUME Monday, November 27.

As there will be no residential trash collection on Thursday, November 23 or Friday, November 24, please only put trash out on the scheduled day of collection. Trash left out overnight or for several days is susceptible to scatter from animals and/or weather which can result in a City code violation.

Contact Tim McNew, Solid Waste Supervisor, 580-767-0411.

Ponca City Landfill will be CLOSED Thursday, November 23, and Friday, November 24, and will REOPEN Saturday, November 25.

Contact Tim McNew, Solid Waste Supervisor, at 580-767-0411.

Ponca City Library will CLOSE at 5:00 pm Wednesday, November 22, and REOPEN Monday, November 27.

Contact Holly LaBossiere, Library Director, at 580-767-0345.

Marland's Grand Home will be CLOSED Thursday, November 23, and Friday, November 24, and REOPEN Saturday November 25.

Contact David Keathly, Marland Estate Manager, at 580-767-0427

Marland Mansion and Estate will be CLOSED Thursday, November 23, and Friday, November 24, and REOPEN Saturday November 25.

Contact David Keathly, Marland Estate Manager, at 580-767-0420.

Lew Wentz Golf Course will be CLOSED Thursday, November 23, and will REOPEN Friday, November 24.

Contact Rod Alexander, Golf Pro, at 580-767-0433.

Ponca City Senior Center will be CLOSED Thursday, November 23, and will REOPEN Monday, November 27.

Contact Natalie Elwood, Senior Specialist, 580-763-8051

Ponca City RecPlex will be OPEN Thursday, November 23, 5:00 a.m. to 11:00 a.m. ONLY, and REOPEN Friday, November 24.

Contact Eric Newell, Parks and Recreation Director, 580-767-0430

2024 CITY OF PONCA CITY INFORMATION GUIDE

The City of Ponca City's Information Guide has been updated for 2024 and is available on the City's website at www.poncacityok.gov under the Living and Visiting section. This annually updated guide provides contact information regarding the City of Ponca City, Government, Business, Education, Historic Museums, Communications, Recycling, Meeting Room Locations and Continuum of Care.

The Continuum of Care section of the guide provides contact information regarding Child and Youth Services, Clothing Assistance, Disability Services, Disaster Assistance, Domestic Violence Services, Education Resources, Employment Assistance, Healthy Resources, Homeless Assistance, Volunteer Income Tax Assistance, Legal Aid, Mental Health Assistance, Pharmaceutical Take Back, Prescription Assistance, Senior Citizen Resources, Shelter Assistance, Social Security, Substance Abuse, Support Groups/Help Lines, Transportation Resources and Veterans Assistance.

Direct link to the Guides: <http://www.poncacityok.gov/501/Information-Resources>

For more information on the City of Ponca City go to www.poncacityok.gov or Cable One Channel 56

PONCA CITY SOLID WASTE NEWS

Ponca City Solid Waste

AUTUMN LEAF COLLECTION 2023-2024

The City of Ponca City will begin Autumn Leaf Collection on November 13, 2023 and end on January 19, 2024. The City is asking that residents who wish to have their leaves removed please follow these guidelines:

- Residents are asked to bag their leaves if possible. Bagged leaves placed in the regular refuse collection area will be collected free of charge until January 19, 2024. Bagged leaves will be picked up at the rate of 10 bags per pickup day.
- Loose leaves should be placed within three feet of the front curb, but not in the street gutter. If leaves are raked or blown into the street gutter they may clog the storm drains. Leaves found blown or raked into the street may result in a citation (per city code).
- No uncontainerized leaves will be collected in alleyways.
- No mulched leaves or leaves mixed with grass will be collected except by special pickup.

The City's Crew will be working the City section by section so we ask for the public's patience during this time. It may take two weeks or more to collect the leaves due to the large volumes expected.

Another option for getting rid of your leaves would be to backyard compost them. This would provide the gardener with a rich soil for next spring's plantings.

Leaf collection will also be available by special pickup anytime during the year. Call 580-767-0411 for information on special pickups. Special pickups carry a minimum charge of forty-two dollars and sixty-nine cents (\$42.69.)

Contact: Tim McNew, Solid Waste Superintendent, 580-767-0411

PUBLIC WORKS NEWS

Lew Wentz Golf Course

MONDAY, NOVEMBER 13

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, NOVEMBER 14

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, NOVEMBER 15

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

PONCA CITY FIRE NEWS
Ponca City Fire Department

FIRE HYDRANT TESTING HAS BEGUN

The Ponca City Fire Department has begun flow-testing and maintenance of fire hydrants in the southern areas of Ponca City. This hydrant testing project includes all hydrants south of Highland Avenue and Lake Road. Maintenance will occur between the hours of 8:30 am and 4:30 pm on the following days:

MONDAY – The area between Flormable Street and Osage Street

TUESDAY – The area between Osage Street and 4th Street

WEDNESDAY – The area between 4th Street and 9th Street

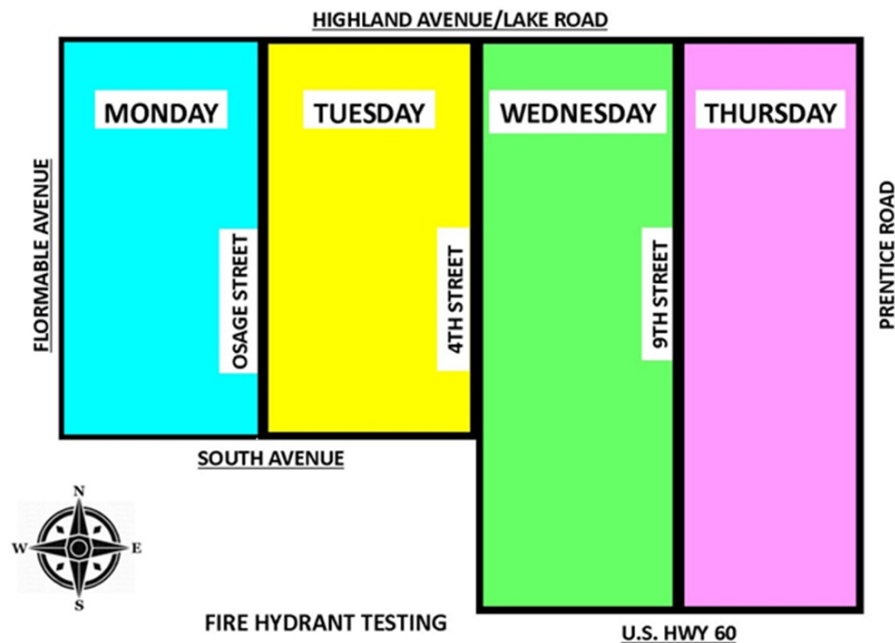
THURSDAY – The area between 9th Street and Prentice Road

Hydrant testing near your home may cause your tap water to be discolored. If discoloration is noticed, you should flow water from the faucets in your home until it becomes clear again.

Water discoloration is not a health threat. However, water should be monitored before washing clothes because discolored water may stain clothing.

Residents who live near area borders should also monitor their water on the days designated for testing in adjacent areas.

Thanks for your patience and understanding while we work to maintain a safe community.



PARKS AND RECREATION NEWS

Ponca City Senior Center

MONDAY, NOVEMBER 13

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

SAIL Exercise, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Beginners Line Dance Lessons, 5:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Philly Cheesesteak Pasta

TUESDAY, NOVEMBER 14

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

Ukulele, 10:00 a.m.

Line Dance, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Chicken Salad Sandwich

WEDNESDAY, NOVEMBER 15

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

SAIL Exercise, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Bridge, 12:30 p.m.

Pitch, 1:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Pumpkin Soup

THURSDAY, NOVEMBER 16

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

Row at a Time: 10:00 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Broccoli Cheese Casserole

FRIDAY, NOVEMBER 17

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

Bingo, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Shrimp Scampi

*Registration for Senior Diner meals will be accepted until 8:00 a.m. on the day of meal.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

HOMESCHOOL PE – FALL 2023

- These 90-minute Homeschool PE classes have all the amenities that the RecPlex has to offer. Designed to fit the homeschool schedule, the class will have activities designed to get kids active and social, all while developing new sports skills.
- Classes are on Monday/Wednesday/Friday, thru December 29, from 1:30 to 3:00 p.m.
- For 2nd thru 6th grade students. Cost is \$4.00 Daily/\$4.00 Member Discount
- Register online at: www.poncacityok.gov/parksandrec-registration

TAEKWONDO CLASS

- Master Primo Venegas, an instructor with over 30 years of teaching experience, will have 4-week sessions of Taekwondo classes.
- Classes are every Tuesday and Thursday from 6:30 to 7:30 p.m.
 - Dec session: December 5 thru January 4 (Registration deadline is December 1)
- For ages 7 and older. The cost is \$75.00 per session.
- Register online at: www.poncacityok.gov/parksandrec-registration

RED CROSS LIFEGUARD CERTIFICATION

- Learn how to effectively prevent and respond to water emergencies with the American Red Cross lifeguard training. This course designed to arm you with the skills and knowledge to prepare you for a variety of scenarios in and around the water. With this lifeguard training, you will learn how quick response times and effective preparation are vital to being a lifeguard while also understanding the crucial elements in helping to prevent drownings and injuries.
- Class dates: November 11 & 12.
- These are 2-day classes on Saturday and Sunday and meet from 8:00 a.m. to 8:00 p.m. each day.
- For ages 15 and up. The cost is \$160.00 per participant.
- Register online thru November 8 at: www.poncacityok.gov/parksandrec-registration

2023 GLOW RUN

- Wear your glow gear and be the first to run through the Festival of Angels lights with a 2 mile run. In order to receive a shirt at time of run, enrollment must be completed by November 4, 2023. Ages 4 and under are free, but will not receive a shirt.
- The Glow Run will be on Tuesday, November 21, at 7:00 p.m. at Lake Ponca Ambuc Park.
- Color Blast Fun Run is for 5 and older, and the cost is \$15.00.
- Register online thru November 21 at: www.poncacityok.gov/parksandrec-registration

LIGHTED CHRISTMAS PARADE

- Bring your friends and family for the holiday lights and festive music! Come and watch or decorate an entry with lights and festive décor to be in the parade!
- The Parade will be on Friday, December 1 at 6:00 p.m.
- Lineup information will be available on Thursday, November 30.
- Register online thru November 30 at: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

YOUTH BASKETBALL 3rd thru 6th Grade

- Youth basketball league for both boys and girls, 3rd thru 6th grade.
- Every weekday, January 22 thru March 9, 5:00 p.m. to 8:00 p.m.
- For 3rd thru 6th grade ages. The cost is \$55.00 (\$20.00 member discount)
- Register online thru November 30 at: www.poncacityok.gov/parksandrec-registration

YOUTH BASKETBALL 1st & 2nd Grade

- Youth basketball league for 1st and 2nd grade is designed to introduce the game of basketball to children with a combination of fundamental skills instruction and live game action. Two weeks of fundamental skills clinic and four weeks of league games
- Every Saturday, December 2 thru January 20, 9:00 a.m. to Noon
- For 1st and 2nd grade ages. The cost is \$55.00 (\$20.00 member discount)
- Register online thru December 1 at: www.poncacityok.gov/parksandrec-registration

INDOOR TRIATHLON

- Members and non-members are invited to experience an Indoor Triathlon at the RecPlex during the winter months. There will be prizes for the top male and female finishers. To receive a t-shirt on the day of the Triathlon, registration must be completed by December 3.
- There is a 400-meter swim, 5-mile bike ride and 2-mile run with 3 age brackets.
- Triathlon will be on Saturday, December 16 at 8:00 a.m.
- For ages 15 and older. The fee is \$15.00.
- Register online thru December 16 at: www.poncacityok.gov/parksandrec-registration

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,971.24 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,971.24 plus incentive pay based on EMT licensure level:

- EMT – Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT – Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT – Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$24.63 HR NON-CLEET certified (\$51,230.40 Annually)
\$25.62 HR CLEET certified (\$53,289.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ADMINISTRATIVE ASSISTANT – LIBRARY

Salary: UP TO \$20.00 HR Open until filled 2023-43

GENERAL JOB DESCRIPTION:

Works directly with the Library Director. The position is responsible for performing a wide variety of secretarial and library duties; coordination of office support functions; provision of information and assistance to the public regarding library services and programs.

ASSISTANT DIRECTOR – PONCA CITY BROADBAND

Salary: \$80,000-\$95,000 ANNUALLY DOQ Open until filled 2023-42

GENERAL JOB DESCRIPTION:

This position is responsible for the day-to-day management and operations of the division, including budget oversight, staff and vendor management, performance monitoring/reporting, customer installations/service and system operations.

CENTRAL OFFICE TECHNICIAN – PONCA CITY BROADBAND

Salary: \$28.85-\$33.65 HR Open until filled 2023-45

GENERAL JOB DESCRIPTION:

Oversees the activities that effect the operations of the Central Office facilities including installing, maintaining and testing at the Central Office facilities, fiber transport and distribution circuits, subscriber FTTH (last mile and in-home) and all associated equipment.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$18.24 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

DEPUTY CITY MANAGER

Salary: \$120,000 - \$145,000 ANNUALLY DOQ Open until filled 2023-47

GENERAL JOB DESCRIPTION:

The Deputy City Manager will assist the City Manager with planning, directing and evaluating the operations and programs of the City Government as assigned by the City Manager. Responsible in managing and overseeing the activities and operations of the City of Ponca City; to coordinate assigned activities with outside agencies; and to provide highly responsible and complex administrative support to the City Commission. Maintain current knowledge of city, state and federal issues and requirements related to municipal government. Monitors pending legislation and provides timely feedback to the City Manager and Department Heads on potential matters impacting the municipality. Recommend changes in programs, policies and practices as necessary to the City Manager. Must be a strong relationship builder with the ability to work with and command respect among the City's leadership team and within the community.

The Deputy City Manager will perform complex administrative and professional work in assisting the City Manager in supervising and coordinating the operations of Ponca City, the work plans for City Departments; meet with Assistant City Manager(s) and Directors to identify and resolve problems. The employee is expected to adhere to all City of Ponca City Policies, City Guidelines and SOP's and act as a role model in their application.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun filled experience

LABORER – GOLF COURSE – PART-TIME/SEASONAL

Salary: \$10.00 HR Open until filled 2023-21

GENERAL JOB DESCRIPTION:

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping and other related duties.

MAINTENANCE WORKER I – STREET

Salary: \$16.43 HR Open until filled 2023-08

GENERAL JOB DESCRIPTION:

This position will perform semi-skilled work in the construction, maintenance and related service activities in relation to the City streets.

OFFICE SPECIALIST – LANDFILL

Salary: \$18.47 HR Open until filled 2023-46

GENERAL JOB DESCRIPTION:

This position performs a wide variety of clerical duties and inputs correspondence and data into a computer terminal. The Office Specialist assists and informs the public, in person or on the telephone, on departmental policies and procedures, assists with basic sorting, filing, copying or clerical accounting services and encumbers City money.

PRO SHOP ATTENDANT – LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-13

GENERAL JOB DESCRIPTION:

To wait on the public for all golfing needs and maintain the pro shop area at Lew Wentz Golf Course.

SERVICE TECHNICIAN – MOTOR POOL

Salary: \$14.00-\$16.00 HR Open until filled 2023-40

GENERAL JOB DESCRIPTION:

To perform service and preventive maintenance (p/m) on all systems of internal combustion equipment, including gas/diesel engines; to perform inspection on vehicles during the service and p/m procedure for loose, worn or broken parts and report findings to Motor Pool Superintendent.

WAREHOUSE STOREKEEPER – MOTOR POOL

Salary: \$15.63 HR Open until filled 2023-48

GENERAL JOB DESCRIPTION:

To perform a variety of duties in support of the Motor Pool including the receipt, storage, issuance and inventory of materials, supplies, tools and equipment.

WATER TREATMENT PLANT OPERATOR

Salary: \$21.15-\$23.37 HR Open until filled 2023-38

GENERAL JOB DESCRIPTION:

Operates and maintains the City's water treatment plant and production equipment.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the Kay County Healthy Living Coalition.

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|--|--|------------------------------|
| Alcoholics Anonymous | aaoklahoma.org..... | 580-765-8462 |
| Alzheimers Association Helpline | | 800-272-3900 |
| Butterfly Wings Pregnancy or Child Loss | | 580-762-9102 |
| Center for Poison and Drug Information | | 800-222-1222 |
| Cimarron Transit | | 580-718-0444 |
| Club Monarch for Children Dealing with Loss | | 580-762-9102 |
| Compassionate Listening | | 405-286-4057 |
| Crisis Text Line (Counseling) | | 741741 |
| Dearing House (Child Victims of Sexual Assault) | | 580-762-5266 |
| Edwin Fair Community Mental Health Center | | 800-256-2476 |
| Family Wise-Free Prescription Discount Card | | 580-765-2476 |
| Friendship Feast (Meals) | 210 N. 5 th Street | 580-762-1667 |
| Grand Lake Mental Health - Kay County Clinic | | 580-749-5056 |
| Grandparents Raising Grandkids | | 580-762-9412 |
| Heartline Information and Referral for Oklahoma | | 211 |
| Kay County Health Department | 433 Fairview Avenue | 580-762-1641 |
| Kay County Healthy Living Coalition/TSET Healthy Living Program | | 580-765-2476 |
| Lew Wentz Golf Course | 2928 LA Cann Drive | 580-767-0433 |
| Living Hope Pregnancy Center | | 580-765-9689 |
| Meals on Wheels | | 580-767-9010 |
| Mental Health Lifeline (replaces National Suicide Prevention Lifeline) | | 988 |
| Missing and Exploited Children | | 800-843-5678 |
| Missing and Murdered Indigenous People of Northern Oklahoma | | 580-304-2180 |
| National Alliance on Mental Illness | | 800-950-6264 |
| New Emergency Resource Agency | 112 S. 1 st Street | 580-765-5372 |
| Noon Lions Vision Support Group | | 580-304-5689 |
| Northern Oklahoma Youth Services | | 580-762-8341 |
| Oklahoma Department of Human Services | 801 W. Grand Avenue | 580-763-6700 |
| Oklahoma Domestic Abuse and Sexual Assault Safeline | | 800-522-SAFE |
| Oklahoma Problem Gambling Hotline | | 800-522-4700 |
| Oklahoma Tobacco Hotline | | 800-784-8669 |
| Oklahoma Youth Crisis and Runaway Hotline | | 800-448-4663 |
| Osage Nation WIC | | 580-762-2845 |
| Otoe Missouri WIC | | 877-692-6863 |
| Pharmaceutical Take-Back | 300 E. Oklahoma Avenue | 580-767-0370 |
| Ponca City RecPlex | 1604 W. Grand Avenue | 580-767-0430 |
| Ponca City Senior Center | 319 W. Grand Avenue | 580-763-8051 |
| Rx for Oklahoma-Prescription Assistance Program | | 580-765-9022 or 877-RX4-OKLA |
| Substance Abuse and Mental Health Services Administration | | 800-662-4357 |
| The Mission (Meals) | 909 E. South Avenue | 580-765-1426 |
| United Community Action Program | 501 6 th Street, Pawnee | 918-762-3041 |
| United Way of North Central Oklahoma | 205 N. 2 nd Street | 580-765-2476 |
| Veteran's Landing | 111 N. 4 th Street | 580-362-6375 |
| Veterans Benefits | | 877-222-8387 |